

# ADMINISTRATIVE SUPPORT VOLUNTEER

## Description

COUNTY OF SAN DIEGO  
Description Created: May 28, 2009

### THIS IS AN UNPAID VOLUNTEER POSITION

#### **PURPOSE AND DISTINGUISHING CHARACTERISTICS:**

Volunteers assist the San Diego County Fire Authority (SDCFA) by providing administrative support to the stations. The Administrative Support Volunteer may perform a variety of duties including, but not exclusively, clerical support, ordering/shopping for supplies, accounting support, cooking for firefighters and other duties as assigned. Administrative support volunteers do not respond to alarms as members of fire crews, and do not wear safety clothing as part of their duties.

#### **EXAMPLES OF DUTIES:**

Administrative support volunteers may act as receptionist, file clerk, or keyboarder using computer application programs to perform a wide variety of typing/data entry and record keeping assignments. Volunteers may retrieve, store, and purge information in a wide variety of filing systems; compile, check, and verify data and information for accuracy and completeness; update and maintain records, logs, rosters, and registers; read, understand and follow oral and written instructions and procedures; complete work in proper sequence; sort and route incoming/outgoing mail; receive and assist callers; obtain and transmit information; handle complaints; operate modern office equipment including copiers, collators, binders, calculators, computer terminals, printers, and typewriters; communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations; set up, catalog, maintain, and store physical and/or electronic records; distinguish importance of tasks and complete work in proper sequence; and exercise appropriate judgment in answering questions and releasing information.

#### **EDUCATION AND/OR EXPERIENCE:**

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above.

#### **ESSENTIAL PHYSICAL CHARACTERISTICS:**

The physical characteristics described here are representative of those that must be met by a volunteer to successfully perform the essential functions of the classification which include: continuous upward and downward flexion of the neck, frequent: standing, sitting, bending, and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity for writing materials, occasional: grasping, pushing, pulling and reaching above and below shoulder level.

#### **WORKING CONDITIONS:**

Working in rural locations at Fire Stations. Office environment. This position may be supervised by a Volunteer Fire Chief or other supervisors assigned to the Fire Station.

#### **Additional Information**

SDCFA Administrative support volunteers must have a reputation for honesty and trustworthiness. Successful completion of a background investigation conducted by the County of San Diego Department of Human Resources is required. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. In addition, personal references and employment information will be verified.

Appointment to this volunteer assignment will be contingent upon successful completion of a pre-assignment medical examination, which includes drug screening. All candidates must demonstrate the ability to perform the essential functions. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions, on a case-by-case basis.

#### **How to Apply**

Applications may be obtained at fire stations within the SDCFA. An online form will be available soon on the County of San Diego Department of Planning & Land Use website on the San Diego County Fire Authority's page. Completed applications may be submitted to the Fire Chief at the station to which the applicant is interested in serving or the Business Manager at CALFIRE Headquarters or the Julian/Cuyamaca Fire Protection District. All required documentation, must be submitted with the application.